

Notice Inviting Quotation

The Haryana Pond and Waste Water Management Authority (HPWWMA) invite quotations for the supply of stationery items from the open market firms/ suppliers/ agencies. The description of items, fee details and other terms and conditions can be viewed / downloaded from our website www.hpwwma.org.in . Interested parties dealing in this field may send their sealed offers super-scribed “**QUOTATION FOR STATIONERY ITEMS**” addressed to the Member Secretary, HPWWMA, Bays No.39 & 40, Block-B, Sector-4 Panchkula on or before **05.10.2020** up to **3.00 p.m.** The quotations will be opened on the same date at **3.30 p.m.**

Sr. No.	Name/ Detail of item	Make	Unit	Rate inclusive all Taxes
1	Ball Pen (Butter Flow)	Cello	Each	
2	Pencil	Apsra	Each	
3	Note Pad	Hans	Each	
4	Note Book Spiral	Hans	Each	
5	Sharpner	Apsra	Each	
6	Eraser	Apsra	Each	
7	File Board	Local	Each	
8	File Cover	Jindal	Each	
9	Cobera File	Jindal	Each	
10	L- Folder	Sun	Each	
11	Register Simple 8 Q	Jindal	Each	
12	Register Simple 4 Q	Jindal	Each	
13	Paper Clip	Local	Each	
14	Envelope A 4	Sheesh Mahal	Each	
15	Envelope 9"*4"	Sheesh Mahal	Each	
16	Flags	D Mart	Each	
17	cello Tape 1"	Wonder	Each	
18	Gum	Ashoka	Each	
19	Stapler No 10	Kangroo	Each	
20	Stapler HP 45	kangroo	Each	
21	Stapler Pins No 10	Kangroo	Each	
22	Stapler pins HP 45	Kangroo	Each	
23	A4 size Ream	JK Red	Each	
24	Legal size Ream	JK Red	Each	
25	A3 size Ream	JK Red	Each	
26	File Tag White	Local	Each	
27	High Lighter Yellow	Cello	Each	
28	Stamp Pad	Korse	Each	
29	Punching machine	Kangroo	Each	
30	Box file	Sun	Each	
31	Scale	Apsra	Each	
32	Glue Stick	Pidiliti	Each	
33	V5- Pilot Pen (Green)	Luxor	Each	
34	V5- Pilot Pen (Red)	Luxor	Each	
35	V5-Pilot Pen (Black)	Luxor	Each	
36	V5 -Pilot Pen (Blue)	Luxor	Each	
37	Permanent Markar	Cello	Each	
38	Long Green Tag	Local	Each	
39	Sprial A3 Ring File	Trib	Each	
40	All pins	Local	Each	
41	Ledger	Jindal	Each	
42	Cash Book	Jindal	Each	
43	Stock registrar 8 Q	Jindal	Each	
44	Slip Pad	Hans	Each	
45	MCB folder	Sun	Each	
46	Legal size Ream(Green)	JK Red	Each	
47	Correction Pen	Cello	Each	
48	Dak Pad	Jindal	Each	
49	Scissor (Medium Size)	Sulekha	Each	
50	Enevelope A3 Size	Sheesh Mahal	Each	

(Signature of the Bidder)

TERMS AND CONDITIONS

1. The invitation is open to all manufacturers, their authorized suppliers and general order suppliers, who are having at least 03 years of experience in supply of Stationery items to the Govt. offices or Govt. Undertakings Organization, etc.
2. Rates mentioned in the quotation, if accepted, shall remain the same during the currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The HPWWMA will not accept any duplicate/substandard items. If the supplier is not able to supply the items as per make/sample, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/Performance Security including that of blacklisting of the firm.
4. The firm should be in a position to supply Stationery items even at a short notice of one day and on holidays/Saturday/Sunday also.
5. If the supplied items are found defective, the same should be replaced within a period of 2 days.
6. All items are required to be supplied in the office of HPWWMA, Sector-4 Panchkula. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost. No cartage charges for supply of items will be paid by the HPWWMA.
7. The firm should be registered with the Government for the purpose of VAT/Sales Tax etc. and the certified copies should be attached with the bid documents.
8. Rates should be quoted in the prescribed Pro forma as per Annexure-I. The rates should be inclusive of all taxes & nothing extra will be paid.
9. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents after giving required notice. The decision of competent authority in this regard will be final and binding.
10. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and quality of sample of non-branded items.
11. The validity of the contract will be initially for a period of one year. After expiry of the contract, HPWWMA may extend the contract for another period not exceeding one year on the same rates, terms and conditions.
12. The items as per the approved specifications should be supplied within three days after receipt of the purchase/supply order, failing which a penalty will be imposed equal to 1% of the cost of indented items per day of delay and max. of 10%.

13. The Stationery items are generally purchased on monthly/quarterly basis without any ceiling of minimum quantity. Further, the procurement of the items would be purely 'on need' basis. **Accordingly, the HPWWMA shall not be liable to take any or all items included in the Rate Contract(s) with L1 bidder(s) during the validity of the contract**
14. The earnest money deposit (EMD) of an amount of Rs 5000/-has to be deposited in the form of a Demand Draft/Pay Order in favour of ' The Haryana Pond and Waste Water Management Authority'. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after finalization of the contract. The EMD of successful bidder will be refunded once he deposits performance security or it would be adjusted against the Performance Security.
15. The selected bidder shall be requested to furnish a performance Security amounting to Rs 10,000/- as a deposit at call receipt/ Banker Cheque/ Demand Draft/ Pay Order of a Scheduled Bank fixed deposit receipt (FDR) of a scheduled Bank in favour 'The Haryana Pond and Waste Water Management Authority' for one year period from the date of award of work. The Performance Security is to be submitted after acceptance of quotation but before award of supply order.
16. In case of repeated failures to supply the items indented by the HPWWMA within the requested period of time on formal order or order on telephone in the event of extreme urgency, the supply order shall be cancelled and the performance security shall also be forfeited and the firm shall also be barred from participating in any future quotation/ tender(s) of the HPWWMA.
17. In case, the supplier is found to have breached any condition(s) of the contract at any stage or services of the supplier is found not to be to the satisfaction of the HPWWMA, the contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding
18. The EMD/Performance Security shall be forfeited in case of producing fake documents by the bidders.
19. The bidder has to give a declaration in the attached form as **(Annexure –IV)** that he has not been **black listed/ debarred by any the Government or its PSUs.**

Annexure-III

Information to be Furnished by the Firm/Supplier:-

S. No.	Particulars	To be filled by the Supplier
1	(a) Name of Firm/Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2.	PAN Number (copies to enclosed)	
3.	CST/VAT Registration Certificate (copies to enclosed along with TIN Numbers)	
4.	Service Tax Registration No. (copies to enclosed)	
5.	Details of EMD <div> i. Amount ii. Draft No. iii. Date iv. Issuing Bank </div>	
6.	Whether terms and conditions is acceptable or not?	
7.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/Partners anywhere in India (If NO, an undertaking to this effect may be attached)	

DECLARATION

Date.....

To,

The Member Secretary,
The Haryana Pond and Waste Water Management Authority
Sector-4, Panchkula

Dear Sir,

I / We hereby confirm that our firm has not been banned or blacklisted
by any government organization/Financial institution/Court /Public sector Unit /Central Government
and no police/ Vigilance enquiry/criminal case is pending against us.

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Signature of Authorized Person

Date:

Name.....

Place:

Designation:

Seal: